


Employment Opportunity

	“Restoring and strengthening minobimaadiziwin (Anishinaabe- the Good Life) of the Odawa Community through a foundation of indigenous food systems and cultural activities.”	Job Title:	Office Assistant
		Location:	Ziibimijwang Farm
Job Category:	Administrative	Travel Required:	No
Benefitted Position:	No	Position Type:	Part Time
Contact:	Mary Donner, Executive Director	Wage range:	\$16-\$20/hour
Will Train Applicant(s):	Yes	Posting Dates:	03/21/2023 Until Filled

Resume's accepted by: E-mail	
EMAIL: MARYDONNER.ZIIBIEXEC@GMAIL.COM Subject Line: Office Assistant Position	MAIL: 5055 GILL RD CARP LAKE, MI 49718

Job Description
<p>Ziibimijwang (ZEE-BEE mige-waang) is owned by the Little Traverse Bay Bands of Odawa Indians. The purpose of the 100 acre farm is to enhance LTBB food sovereignty by providing a reliable food source for the community independent of the larger food system, encouraging a healthy lifestyle for our people and enhancing people's knowledge and ability to do farming/gardening and subsistence activities for themselves. We are located in the "Tip of the Mitt" only 10 miles south of Mackinaw City, Michigan. We are committed to extraordinary results and we are looking for a partner that has the skills and commitment to produce high level professional results and the ability to adapt and respond to challenges and needs as they arise. We are proud to grow high quality, nutritionally dense, seasonal vegetables using sustainable farming practices that will follow Organic standards that care for the soil, groundwater, and adjacent natural areas. We use no synthetic fertilizers, pesticides, or herbicides on our farm.</p> <p>The ideal candidate has knowledge and connection to the indigenous food sovereignty movement that can also skillfully manage wide-range of office and sales support tasks, including accounts payable / accounts receivable and payroll processing. Leverage strong multitasking skills to manage customer service, data entry, invoicing, inventory control, merchandising, returns processing, and purchasing.</p>

Qualifications-

- High school diploma or equivalent
- Computer knowledge; Proficiency in Microsoft office software and POS systems (Square)
- Ability to communicate with the community and perform clerical tasks.
- Possess and demonstrate knowledge of food safety, sanitation, nutrition, etc.
- Strong teamwork qualities
- Detail oriented
- Regularly lift up to 50 lbs
- Demonstrated ability to rapport and relationship essential to position.
- Demonstrated ability to organize and manage tasks relevant to position.
- Valid driver' license, reliable transportation.
- Available to work weekends and holidays

Responsibilities-

- Maintain communication with partners and customers
- Answer phones and emails
- Check mail and report as needed
- Liaison between board and farm staff and accounting
- Assist with payroll
- Social media
- Website maintenance

This project is based on the entrepreneurial model. Ziibimijwang is committed to developing a successful model based on proven techniques and we are committed to putting into place conditions that support a grower's success. This position is for a grower who has an entrepreneurial and pioneering spirit, is ready to build a business, is motivated to make it successful, and have an adaptive management style.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time